

OVERVIEW OF DWS SERVICES

what you can do:

on our web site at
jobs.utah.gov/ui/employer

- 1. CREATE A NEW ACCOUNT OR REGISTER A NEW BUSINESS**
- 2. FILE TAX REPORTS**
- 3. MAKE A PAYMENT**
- 4. REPORT NEW HIRES**
- 5. VIEW ELECTRONIC CORRESPONDENCE**
- 6. VIEW TAX RATES**
- 7. POST JOB OPENINGS**



Business Solutions:

- 1. jobs.utah.gov:** Our easy-to-use online job connection system provides information on:
 - Posting job openings
 - Reviewing resumés for qualified applicants
 - Labor market information
 - Unemployment tools and resources
 - Business laws, federal regulations and hiring incentives
- 2. Workforce Development Specialists:** Our skilled experts are equipped to provide you with information on:
 - Occupational wages to ensure your company stays competitive
 - Industry-specific labor market information
 - Educational and community partners responsible for preparing future employees
- 3. Facilities:** Our employment centers are available for your recruitment and interviewing needs. Just ask a Workforce Development Specialist. Ask them about other services or browse the web to find information on:
 - On-the-job training
 - Employment internship opportunities
 - Federal Work Opportunity Tax Credit
 - Prelayoff solutions
 - UtahFutures.org
 - Work Keys



Department of Workforce Services • Unemployment Insurance
PO Box 45288 • Salt Lake City, Utah • 84145-0288
Telephone 801-526-9235 • Toll Free 800-222-2857
Fax 801-526-9236



jobs.utah.gov/ui/employer



DWS 04-30-0214

employer

quick start guide to unemployment insurance

services on the web



jobs.utah.gov/ui/employer

Our easy to use web site allows you to
conduct much of your business with DWS
quickly and conveniently 24/7



Unemployment Insurance Division

DEPARTMENT OF WORKFORCE SERVICES

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with
disabilities by calling 801-526-9240. Individuals with speech and/or hearing
impairments may call the Relay Utah by dialing 711. Spanish Relay Utah:
1-888-346-3162.

1. CREATE AN ACCOUNT OR REGISTER A NEW BUSINESS

- Go to jobs.utah.gov/UI/employer
- First time users click on the **Sign up Now** option
- Fill out all the fields to create the user account and click **Submit**

You now have access to all information for your account. If you need to register a business, follow these steps:

- Select **Business Registration** and follow the prompts to register your business
- Or click on **Add an existing business to my user account**

2. FILE TAX REPORTS

- File a tax report
- Enter wages and submit contributions
- Upload a wage file
- View or amend past reports
- Tax preparer (TP) options
- Manage or enter TP/filing code
- Request a TP code for my company

NOTE: Even if you have not paid wages, you must submit a report showing zero wages for this quarter.

3. MAKE A QUARTERLY PAYMENT

If your business has a balance due, you can:

- Make a payment using an EFT transaction with a current or future payment date
- Make a pre-payment by clicking on the link at the bottom
- View or edit pending EFT payments
- Generate a payment coupon to pay by check

4. REPORT NEW HIRES

Remember to:

- Report all employees, even those that are no longer employed
- Report all employees within 20 days of their first day of work

- Report rehired employees if there is a lapse in wages paid of 60 days or more
- Visit jobs.utah.gov/ui/employer to:
 - Manually enter new hires
 - Upload a New Hire file
 - View submitted New Hire reports
 - View New Hire upload history

5. VIEW ELECTRONIC CORRESPONDENCE

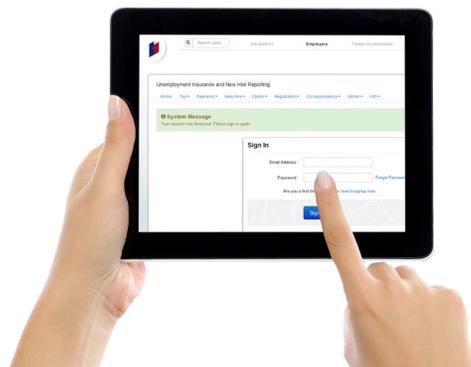
The advantages of receiving UI electronic correspondence include:

- Faster and more secure communication
- 24/7 access
- Reduced mail costs

6. VIEW TAX RATES

You can view your tax rate notices for the past four years. This includes subject wages and benefit costs for each year.

Dates for Wage Filing		
Include wages PAID during:	Quarter End Dates	Due Date
QTR 1:	January 1 – March 31	April 30
QTR 2:	April 1 – June 30	July 31
QTR 3:	July 1 – September 30	October 31
QTR 4:	October 1 – December 31	January 31



7. POST JOB OPENINGS

To get started and find qualified employees, click the “Employers” link at the top of the page and then “Post a job today.”

Remember, on our site you can:

- Update business addresses
- Update business contacts
- Request a FEIN change
- Close or reopen a UI account
- Administer users
- Add an existing business to user account
- Remove a business from your account
- View employer account profile
- View benefit costs
- Print IRS form 940c
- Appeal an unemployment insurance determination

Also on jobs.utah.gov/ui:

- Employer Handbook
- FAQs
- UI tax publications
- Tax forms

Other information online:

- UI rules: www.rules.utah.gov/publicat/code/r994/r994.htm
- UI laws: le.utah.gov/UtahCode/section.jsp?code=35A-4

 Live Chat

If you need help at any time, look for the **Live Chat** button on all of our web pages to chat with a representative.

your unemployment insurance needs on the web: jobs.utah.gov/ui/employer